

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other										7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																							
Explanation (Show any positions replaced)										<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
Standard MWR NAF PD										10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																													
										<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										14. Agency Use																													
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Computer Technician										NF										0335										03										JN 12-31-01																			
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM PCS Computer Clerk and Assistance																																																	
S. J. NEW																				Series GS-0335 TS-40 Feb 80																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
										12-31-01																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE:** Computer Technician **POSITION NUMBER** 01-0075 **JOB SERIES:** 0335 **PAY LEVEL:** NF-3 **Summary of Duties:**

Performs a variety of direct user support tasks such as installing computer hardware and communication devices and software programs on new or ready for use computer equipment to ensure system is functional and meets end-user's requirements. Performs system and application software upgrades. Participates with supervisor to diagnose and correct errors in logic and coding and to ensure prescribed systems standards and procedures are used. Documents maintenance of network. Reviews directives pertaining to assigned information system. Assists supervisor in updating internal data collection process.

Assists supervisor in application reviews of MWR operations, including field assessment studies on ADP issues directed by MWRSPACT. On assigned portions of projects, conducts preliminary analysis and assembles data for use in recommending modifications to ensure responsive product results. Assists in implementing system security measures to safeguard information in system files against accident or unauthorized modification, destruction, or disclosure.

Performs first echelon assistance to end-users requiring ADP assistance in resolving difficulties through on-site troubleshooting (i.e., personal skills/experience, diagnostics of utilities applications, hardware modification, repair etc.). Trains end-users on newly installed software programs with responsibility for establishing training schedule, disseminating training information to activity coordinators, training, and other ADP counterparts. Assists with network related requirements, specifications, and implementation to include basic network operations/installation/set-up, and troubleshooting. Installs and tests network software and hardware on server to ensure system is functional and meets end-user's performance requirements. Monitors operability of network resources (file service, print service, e-mail, bridges, etc.).

Performs other related duties as assigned.

**Minimum Qualifications:**

A minimum of three years progressive technical experience which demonstrates possession of working knowledge of PC, mini-digital, and/or LAN operating systems; broad knowledge of data sources, data flow, and system interactions; knowledge of established hardware and software testing methods, and experience with various types of wiring and connectivity standards. Ability to communicate orally and in writing.